DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING 198 COUNTY DF JUNEAU, WI 53039 February 19, 2014

MINUTES

- 1. **CALL TO ORDER**: Meeting was called to order by Chairman Bischoff at 8:00 a.m. with the following members present:
- 2. ROLL CALL:

Robert Ballweg Larry Bischoff Jeff Duchac John Fabisch Tom Schaefer

ABSENT: None.

ALSO PRESENT: Julie Kolp, Dodge County Finance Director; Russell Kottke, Dodge County Chairman; Phil Cosson, Senior Financial Advisor/Director of Ehlers via telephone; Jane E. Hooper, Clearview Administrator; Jacqueline Kuhl, Brian Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; Jim Hill, Director of Environmental Services; and Anthony Marchese, Director of Finance.

- 3. **APPROVAL OF MINUTES OF JANUARY 8, 2014 MEETING:** Motion made by Schaefer to approve the January 8, 2014 Minutes; seconded by Duchac. Motion carried.
- 4. **APPROVAL DEVIATING FROM THE AGENDA**: Motion made by Ballweg to deviate from the Agenda if required; seconded by Fabisch. Motion carried.
- 5. **PUBLIC COMMENT**: None to report.
- 6. **COMMITTEE MEMBER REPORTS**: None.
- 7. **INVOLUNTARY DISCHARGES**: No discharges to report.
- 8. **CENSUS REPORTS**:

CBIC: 25 of 30

Clearview North: 138 of 140, with 2 admissions by the end of the week

Clearview Behavioral Health 1/2: 18 of 20 ICF-IID (formerly FDD): 43 of 46 Trailview 4 of 4 Clearview Community Group Home: 4 of 4 Northview Heights (CBRF): 5 of 20

9. **ADMINISTRATOR'S REPORT:**

- Potential Refinancing of Build America Bond: During the February 19 Health Facilities meeting, the Committee participated in a conference call with Phil Cosson from Ehlers. During this call he explained the refunding of the 2010 Build America Bond with the committee. Julie Kolp, County Finance Director, reviewed the example provided on the proposed Build America Bond refunding and Ehlers noted some recalculations needing to be done. After the presentation, the Committee discussed the different options with the Build America Bond refunding and is making the recommendation to the Dodge County Finance Committee to proceed with the process of refunding the Build America Bond.
- An overview was provided on Archie Monuments' presentation scheduled for the Friends of Clearview meeting at 10 a.m. today.
- Update on Adjustments and Write-Off Policy: In an effort to streamline the Clearview write-off process, it has been decided that Clearview will now report any write-off to the Health Facility Committee and will also report any write-offs to the Finance Committee. All other processes will remain the same.
- Approval of Friends of Clearview Expenditures: Motion by Schaefer to approve the requested expenditures; seconded by Fabisch. Motion carried.

A donation of 29 dozen roses was made by Jensen's Piggly Wiggly, for Valentine's Day.

- **Employee Recognition:** April 9, 2014: The next Health Facilities Committee meeting will be held on April 9, 2014, at 11 a.m. Lunch will be provided for the Committee at 12 p.m., followed by the Employee Recognition ceremony at 1 p.m.
- County-Wide Open House: May 17, 2014: Administrator Hooper updated the Committee that Clearview will participate in the county-wide open house on May 17, 2014.
- **Position/Staffing Rotations**: Administrator Hooper updated the Committee on the staffing analysis we are completing internally. We are looking at rotations on the households to best meet the needs of the organization. A discussion was held regarding the potential of an Admissions Coordinator position at some point.

Advertising Update:

- WBEV AM Morning Show Presentation: February 27, 2014 from 7 a.m. to 9 a.m.: An outline of various staff members' presentations for the Morning Show was discussed. The Committee stated this is a good plan.
- WWRS TV Channel 52.2 Public TV Presentation: Administrator Hooper did a public TV interview in February. The date of the presentation is not known at this time.

- Ann Schulz, Director of Nursing In-House Designee: March 3-18, 2014: Ann Schulz, Director of Nursing will be the in-house designee when Administrator Hooper is in Tanzania, Africa for Leadership Wisconsin.
- Update: Generator Project (Jim Hill): The generator update has been completed. The transfer switch was commissioned on February 3 by Emerson Power. Also on hand were Don Altmeyer from Altmeyer Electric and Bob Bliesner from Johnson Controls.

The process took about 4 hours and after the switch was commissioned, we ran our monthly generator test for 30 minutes and with the load of the air handling units we increased our percentage from around 18% to 37%. We will monitor this every month to see how high this percentage goes based on what equipment in the building is being used when we run our tests. The generator also seems to run quieter and burns cleaner with that extra load on it.

- 10. **SET NEXT MEETING DATE**: **Wednesday, April 9, 2014, at 11:00 a.m.** in the Towne Centre Conference Room on the first floor of Clearview, located at 198 County DF, Juneau, Wisconsin.
- 11. **ADJOURN**: There being no further business to come before the Committee, Motion by Duchac to adjourn; seconded by Schaefer. Meeting adjourned at 9:59 a.m.

Dated this 9th day of April, 2014.

Respectfully submitted,

Thomas Schaefer, Secretary